



**IOWA – EIP Assessment**  
**Implementation and Migration**  
**Desktop Lifecycle Standards**  
**Weekly Status Report**

**Weekly Status Report**

Submitted by: **Tony Falbo**

Week Ending: **December 10, 2004**

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### **PROJECT STATUS**

Overall Project Status Level	Green
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### **ACTIVITIES PERFORMED DURING THE PERIOD**

- Conduct project implementation workshops
  - *Week 1 – launch project, including:*
    - Understand recommendation
    - Select team chair

#	Initiative	Chair	Facilitator	Alternate
7	Desktop Std.	George	Falbo	Carter

- Write team mission
- Identify key activities required to implement the recommendation
- Wrap-up with next steps

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### **PROBLEMS, CONCERNS AND RECOMMENDATIONS**

1. No problems or concerns at this time.

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### **ACTIVITIES SCHEDULED FOR NEXT WEEK**

- Week 2 – “flesh out” activities, considering:
  - Risk
  - Prioritize activities
  - Implications
  - Event horizon
  - Culture
  - Implementation cost



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**Lifecycle Management—Tony Falbo, Facilitator/Bill George, Chair**

Complete	Deliverable	Status	Due Date and Owner	Date Completed
<input checked="" type="checkbox"/>	Team Mission Statement			12/9/04
<input checked="" type="checkbox"/>	Weekly Status Report			12/9/04
<input type="checkbox"/>	Develop Risk Assessment			12/23/04
<input type="checkbox"/>	Define Barriers and Issues			12/16/04
<input type="checkbox"/>	Conduct Risk Assessment			12/21/04
<input type="checkbox"/>	Prioritize Risk			12/16/04
<input type="checkbox"/>	Define Mitigation Plan			12/21/04
<input type="checkbox"/>	Develop Project Plan			12/23/04
<input type="checkbox"/>	Work plan with realistic timeframes for implementation			12/21/04
<input type="checkbox"/>	Implementation costs by fiscal year			12/21/04
<input type="checkbox"/>	Budget Process guidelines			12/16/04
<input type="checkbox"/>	Process maps and control points			12/21/04
N/A	Project Plan dealing with Critical applications and setting priorities for installation			12/21/04
<input type="checkbox"/>	Resources to implement consolidation/on-going needs			12/21/04
<input type="checkbox"/>	Installation plans (include disposition of existing hardware and software)			12/21/04
<input type="checkbox"/>	Business requirements during transitional and final phases of consolidation			12/21/04
<input type="checkbox"/>	Cultural Considerations			TBD
<input type="checkbox"/>	Define barriers and issues			TBD
<input type="checkbox"/>	Communications Plan			TBD



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Complete	Deliverable	Status	Due Date and Owner	Date Completed
<input checked="" type="checkbox"/>	Staffing Plan		TBD	
<input type="checkbox"/>	State Code Changes		TBD	
<input type="checkbox"/>	Develop Key Activities and Framework for Recommendations		12/23/04	
X	Define Key Activities		12/9/04	
<input type="checkbox"/>	Define Event Horizons		12/16/04	
<input type="checkbox"/>	Define Milestones and Expected Outputs		12/16/04	
<input type="checkbox"/>	Define Implementation Cost Elements		12/21/04	
<input type="checkbox"/>	Presentation Package for Governor		1/14/05	
<input type="checkbox"/>	Develop Executive Presentation		12/21/04	
<input type="checkbox"/>	Final Presentation Review		1/11/05	
<input type="checkbox"/>	Executive Sponsor Reviews		1/13/05	
<input type="checkbox"/>	Executive Presentation		1/14/05	